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## MEMO

DATE: January 6, 2014  
TO: Mayor and City Council  
FROM: Spencer Nebel, City Manager  
SUBJECT: Status Report

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In addition to the Christmas and New Year's holidays, I have been spending most of my start up time meeting with the Mayor the City Council Members, Department Heads and employees who report directly to me. With vacation schedules, I still need to catch-up with a few folks. This month I hope to be able to spend more time with employees at their workplaces as time and schedule permits. I would like to be able to visit all of our worksites prior to the end of January. A more detailed summary of these meetings and my initial reflections were included in the agenda packet for your review and for discussion at the January 6<sup>th</sup> work session.

### **Filling of the Finance Director's Position:**

The City has conducted interviews of two candidates. The interview process included a technical panel made up of the retired Finance Director for Lincoln City, our current Interim Finance Director; a staff panel; with the final interview being conducted by me. It was the consensus of all of the interview groups that we advertise this position again in order to look at additional candidates prior to making a final decision on Finance Director. I am also proposing that the salary schedule for this position be increased from salary range 20 to salary range 21 on the City of Newport Steps for Non-Union Employees in order to attract the best candidates for this position. Bob Gazewood our Interim Finance Director has indicated that he will stick with us through this additional period of time. With the City beginning the budget process, this might be the best scenario going forward. It would be difficult for a new Finance Director to start right in the middle of the budget preparation process. I will keep you informed as to our progress in filling this position.

**Budget Schedule:**

I have spent a significant amount of time with Interim Finance Director, Bob Gazewood to develop a budget process for the fiscal year beginning July 1, 2014. We have developed a preliminary schedule which will be presented to the City Council at the January 21, 2014 Council meeting, at that time we will also schedule the goal setting session for the City Council. I will be implementing a number of changes in the budget formulation process that should assist with understanding the final budget document that I will formally propose to the budget committee this will be an important priority of mine particularly since I am familiarizing myself with the organization and financial structure of the City of Newport. We are proposing a preliminary meeting of the Budget Committee in March with the 1<sup>st</sup> Budget Committee meeting to review the proposed budget occurring in the 2<sup>nd</sup> half of April.

**Vacation Plans:**

As you are aware from our discussions during the interview process, Angela and I have a prescheduled and paid for vacation in January. We will be leaving shortly after noon on Thursday, January 9 and will be back in Newport Sunday night January 19. I have asked Ted Smith to serve as acting city manager during my absence to deal with any emergency issues that may come up. I will be developing a formal chain of command in the future for who has authority to act in my absence. I appreciate Ted's willingness to step up to the plate during the week that I will be out of town.

**City Hall Closed on Monday, January 20<sup>th</sup>:**

Also please note that due to the Martin Luther King holiday, City Hall will be closed on Monday, January 20<sup>th</sup> the next City Council meeting will be held on Tuesday, January 21<sup>st</sup>.

**Operational Issues:**

Cindy Breves and I have been working through our various modes of operation we are dealing with various day-to-day issues and long term issues that come up in the office. One of the things that we are still working through is that I typically dictate with a digital recorder my communications for transcription. We are in the process of getting the appropriate recorders for handling that. Also I want to switch around the phone line to bit so that the published number rings with Cindy and that I have a separate number that I will provide to staff members and Council members that will ring directly on my phone. I find that this is a more efficient use of my time since a lot of calls come to my number that are not necessarily looking for me as City Manager. Once we get to those numbers established I will forward a new contact list out to the Council members so that you know the various ways you can get a hold of me when you need to. I appreciate everyone's patience in getting these various of systems worked out. I think once we have things in place should work pretty seamlessly.

**PAC Performance:**

Finally, Angela and I had the pleasure of seeing a performance of Joseph and the Amazing Technicolor Dreamcoat at the PAC Saturday night which featured two of our City employees, Tim Gross and JJ Scofield along with Tim and Jana's two sons. There

are a number of performances that are still coming on Friday, January 10<sup>th</sup> at 7 PM; Saturday, January 11<sup>th</sup> at 2 PM and again at 7 PM; Friday, January 17<sup>th</sup> at 7 PM and Saturday, January 18<sup>th</sup> at 2 PM and again at 7 PM.

I hope everyone has a great 2014, I am truly pleased to be here working for the City of Newport. I am looking forward to great things in the coming year!

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'S. Nebel', written in a cursive style.

Spencer Nebel  
City Manager